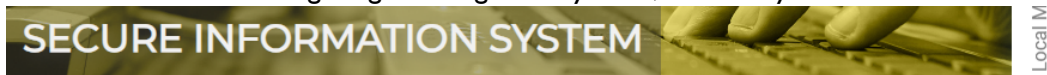# CCRI Payroll

## Requesting and Using Compensation Time (PSA Employees)
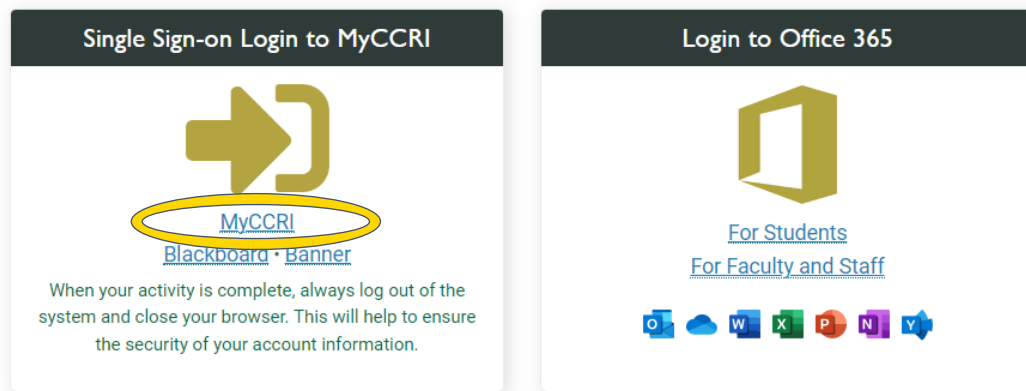
1. On the CCRI home page, hover over "Login" and choose "MyCCRI" from the drop-down menu.
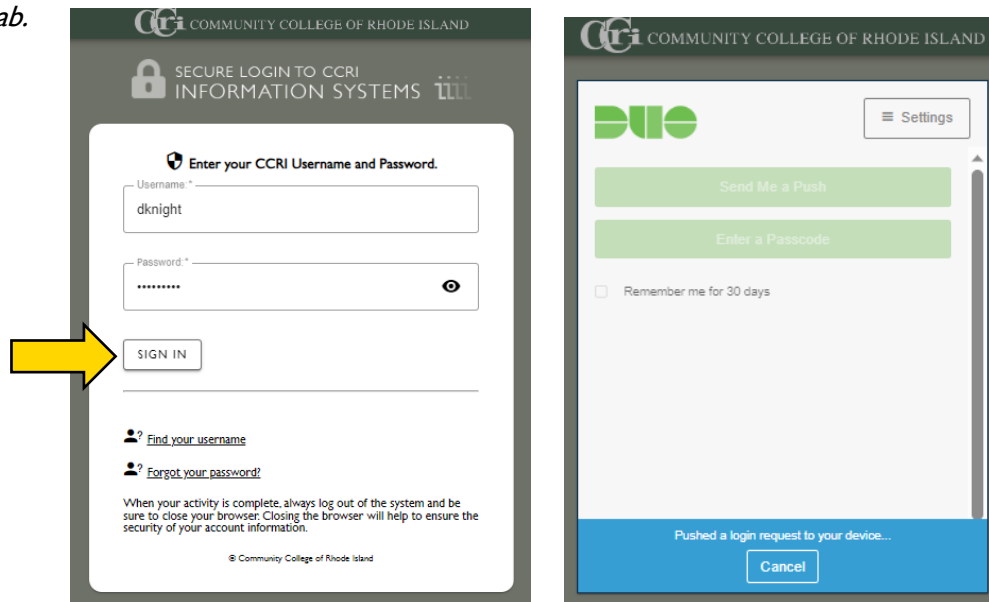


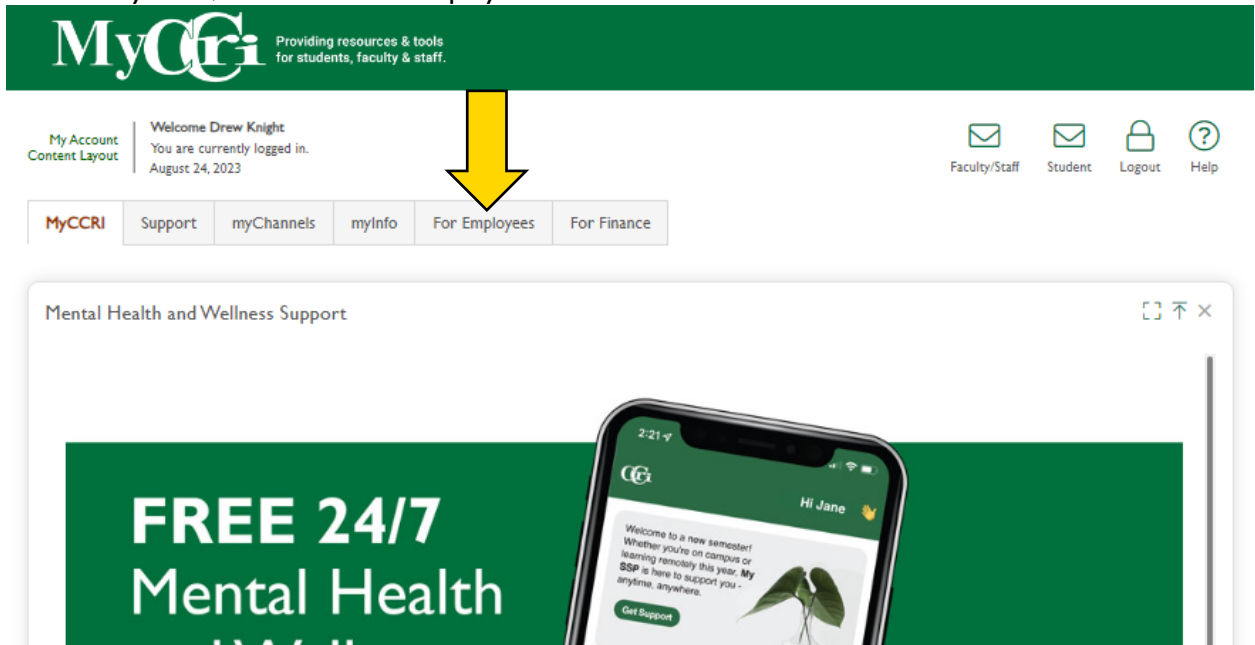2. In the first box titled "Single Sign-on Login to MyCCRI," click "MyCCRI."
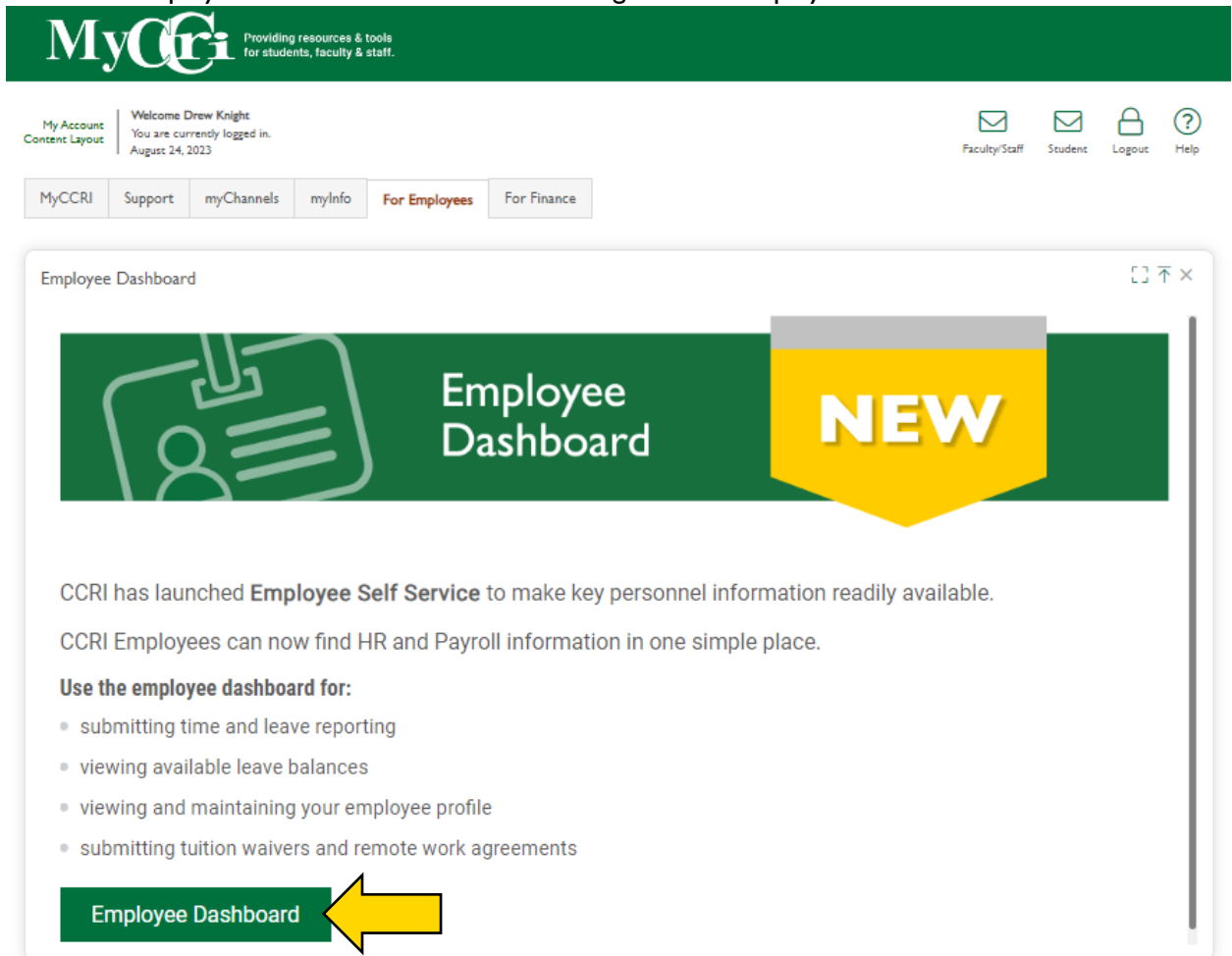


3. Enter your CCRI username and password, then click "Sign In." *You may be taken directly to MyCCRI home page without entering your credentials if you are already logged into the system on a different tab.*
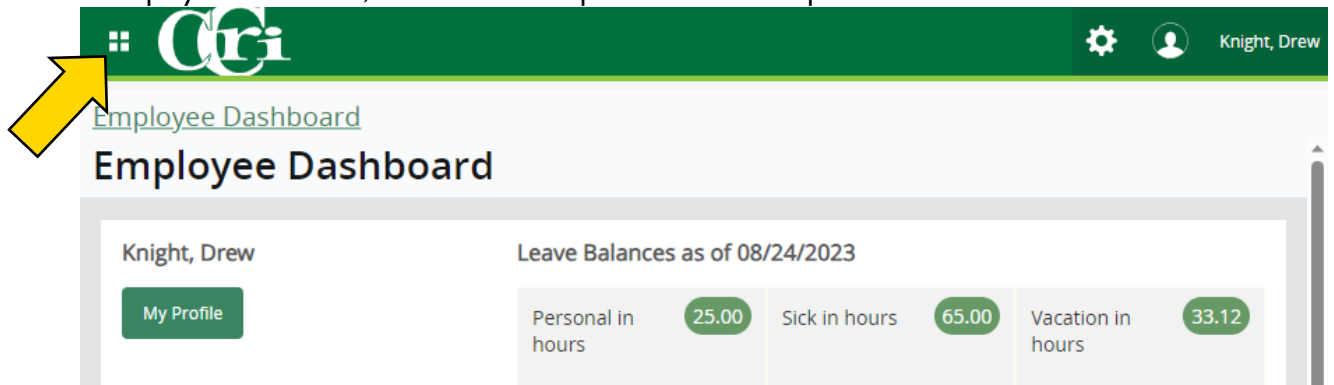
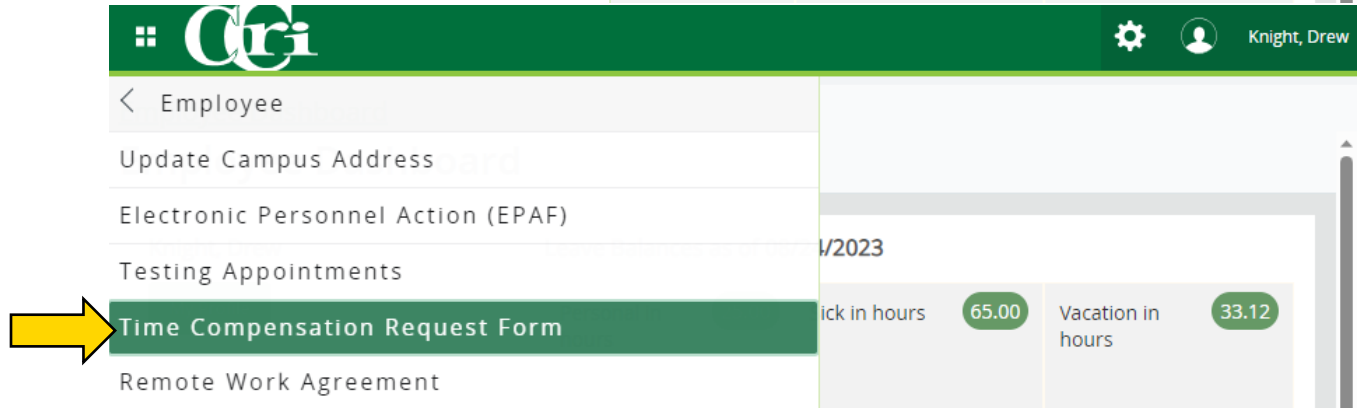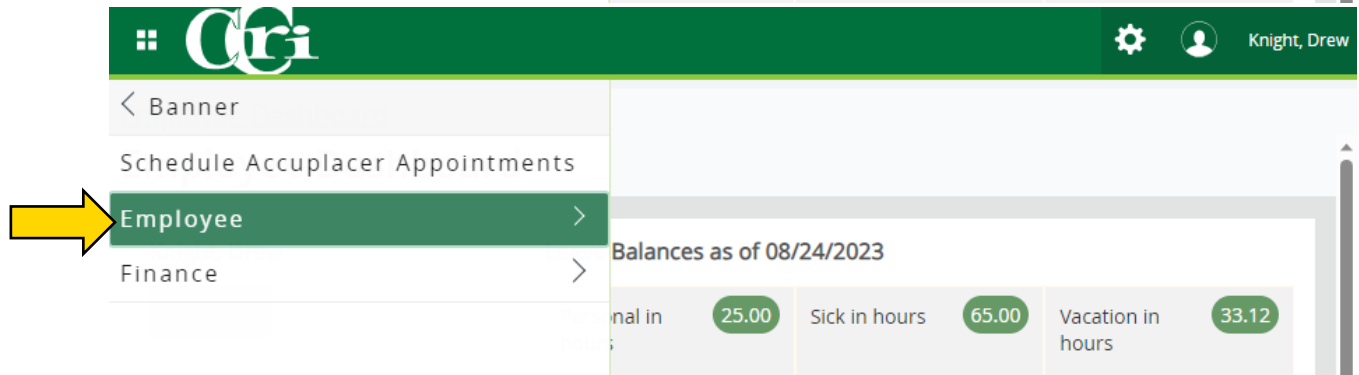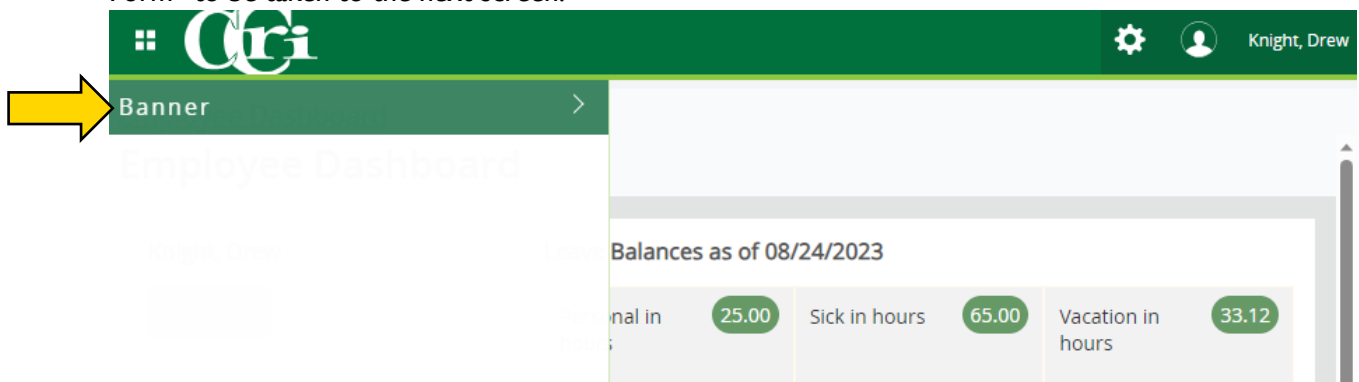4. Once in MyCCRI, select the "For Employees" tab.



5. Click the "Employee Dashboard" button to be brought to the Employee Dashboard.

6. In the Employee Dashboard, select the four-square icon in the top-left corner.

::  **CCri**      ⚙ 👤 Knight, Drew

Employee Dashboard

**Employee Dashboard**

Knight, Drew     Leave Balances as of 08/24/2023

My Profile

| Personal in hours | 25.00 | Sick in hours | 65.00 | Vacation in hours | 33.12 |

7. In the side menu, select "Banner," then "Employee," and finally select "Time Compensation Request Form" to be taken to the next screen.

::  **CCri**      ⚙ 👤 Knight, Drew

Banner     >

Balances as of 08/24/2023

| nal in | 25.00 | Sick in hours | 65.00 | Vacation in hours | 33.12 |

::  **CCri**      ⚙ 👤 Knight, Drew

< Banner

Schedule Accuplacer Appointments

Employee     >

Finance     >

Balances as of 08/24/2023

| nal in | 25.00 | Sick in hours | 65.00 | Vacation in hours | 33.12 |

::  **CCri**      ⚙ 👤 Knight, Drew

< Employee

Update Campus Address

Electronic Personnel Action (EPAF)

Testing Appointments

Time Compensation Request Form

Remote Work Agreement

/2023

| ick in hours | 65.00 | Vacation in hours | 33.12 |

8. With the form open, enter "OT Date," "From," "To," "Clk. Hrs," and "Reasons for OT."



a. Enter the <u>date</u> the compensatory time will be used, the <u>start and end time</u>, and enter the <u>total amount of hours</u>.



b. Next to 'Reason for OT,' enter the <u>reason for the needed compensatory time</u> in the text field



c. Check of 'Yes' if the hours are needed for your home department. In addition, confirm that the auto-filled Fund and Org codes are accurate.



If you need more Compensatory time on a separate day or for a separate reason, follow the same directions to fill out any additional lines before submitting.

9. Underneath the table, select "Comp Time" for the Method of Compensation.

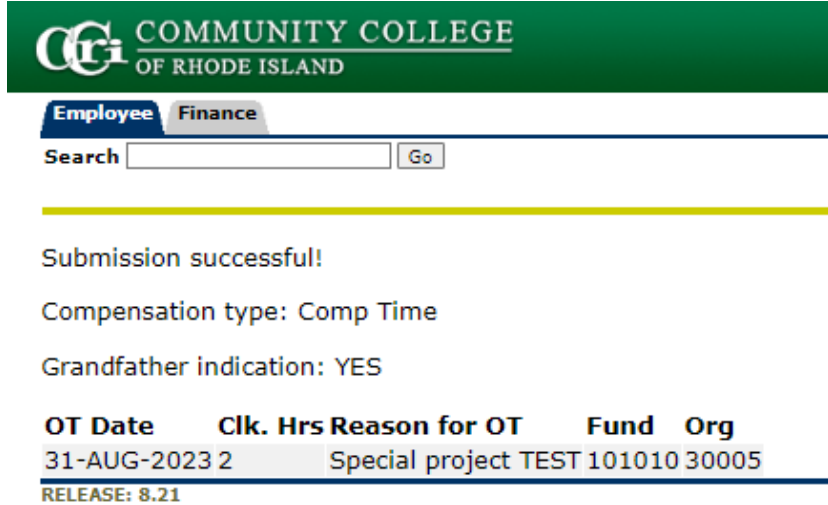**Method of Compensation Requested:** *(Check One)*            **Comp Time** ● **Pay** ○

10. Lastly, check off the grandfather clause acknowledgment before submitting the form.

☑ **I am grandfathered to receive time and one-half for hours in excess of the established work week per CCRIPSA Contract Memorandum of Agreement #5.**

Submit

RELEASE: 8.21

Once submitted, you'll be brought to a new screen that looks like this:

**COMMUNITY COLLEGE OF RHODE ISLAND**

**Employee**  Finance
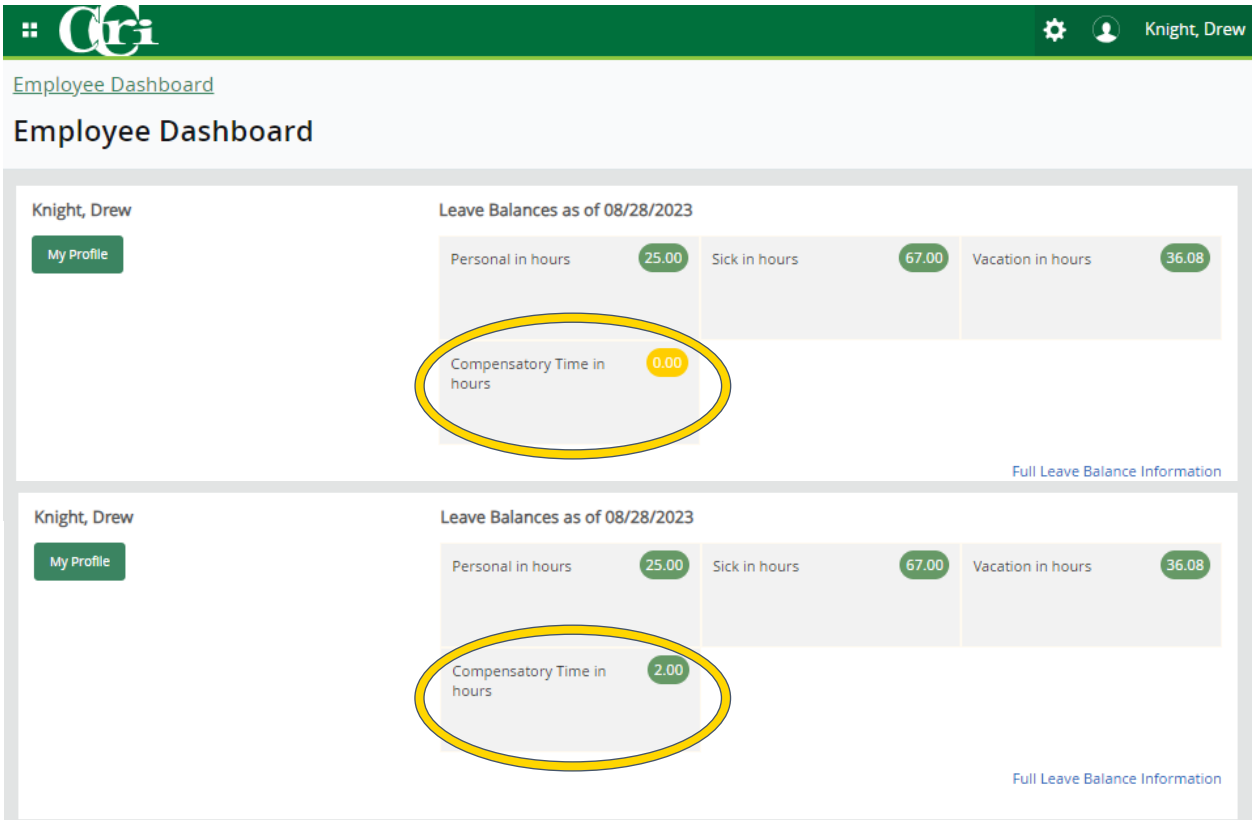
Search [          ] Go

Submission successful!

Compensation type: Comp Time

Grandfather indication: YES

| OT Date | Clk. Hrs | Reason for OT | Fund | Org |
|---------|----------|---------------|------|-----|
| 31-AUG-2023 | 2 | Special project TEST | 101010 | 30005 |

RELEASE: 8.21

11. Once approved, your Compensatory time will appear on your Employee Dashboard under "Leave Balance."

**CCRI**                                                ⚙ 👤 Knight, Drew

Employee Dashboard

**Employee Dashboard**

Knight, Drew          Leave Balances as of 08/28/2023

My Profile

Personal in hours (25.00)   Sick in hours (67.00)   Vacation in hours (36.08)

Compensatory Time in hours (0.00)

Full Leave Balance Information

Knight, Drew          Leave Balances as of 08/28/2023

My Profile

Personal in hours (25.00)   Sick in hours (67.00)   Vacation in hours (36.08)

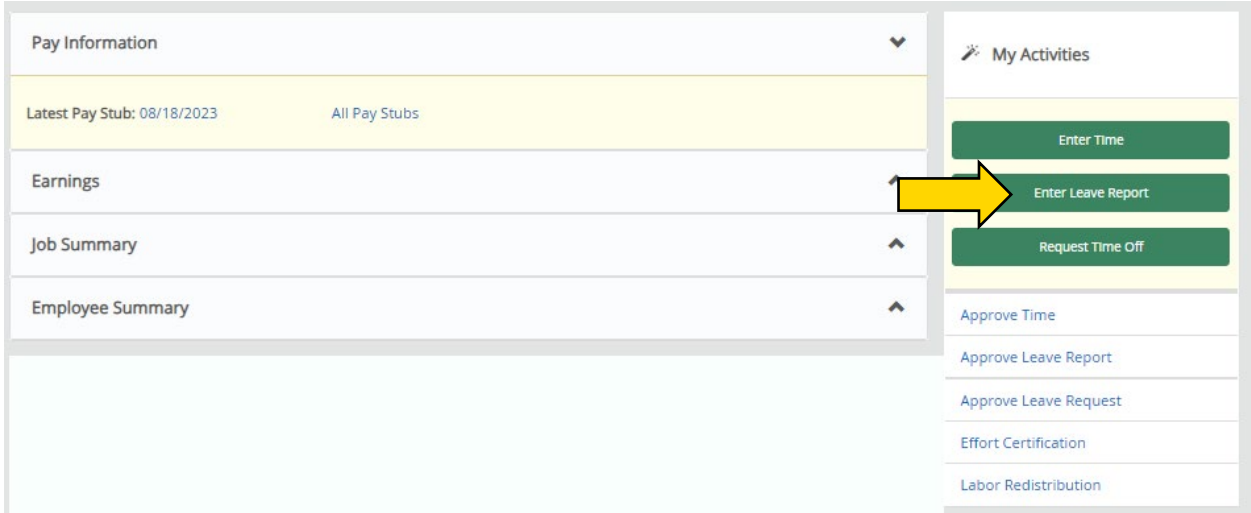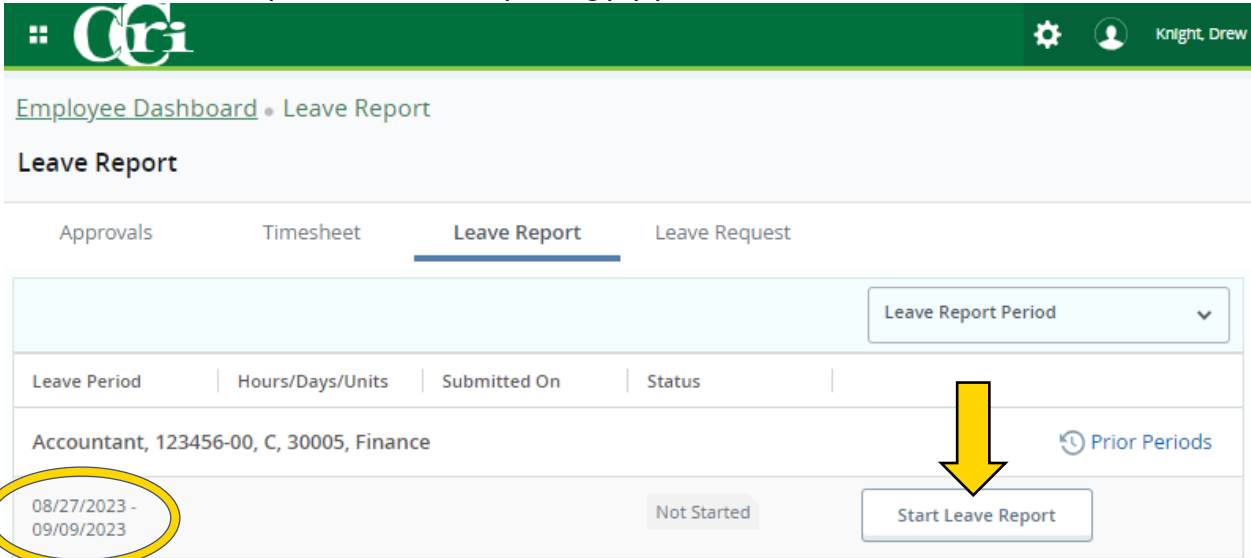Compensatory Time in hours (2.00)

Full Leave Balance Information

12. To use your Compensatory time, go to the Employee Dashboard and select "Enter Leave Report."
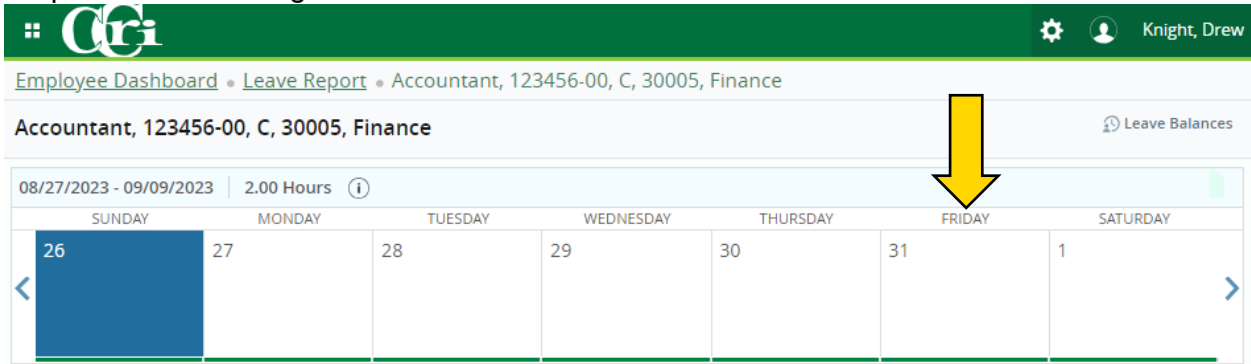


13. Select "Start Leave Report" on the corresponding pay period.



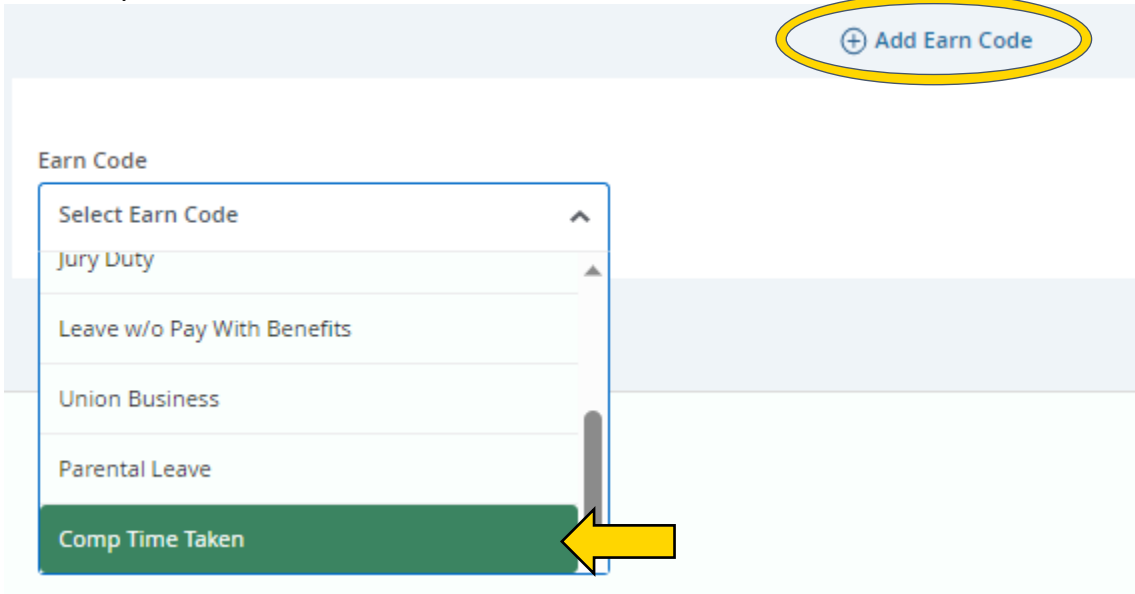14. Click on the day in the pay period where Compensatory time was taken. Use the arrows to go to the previous or following week.
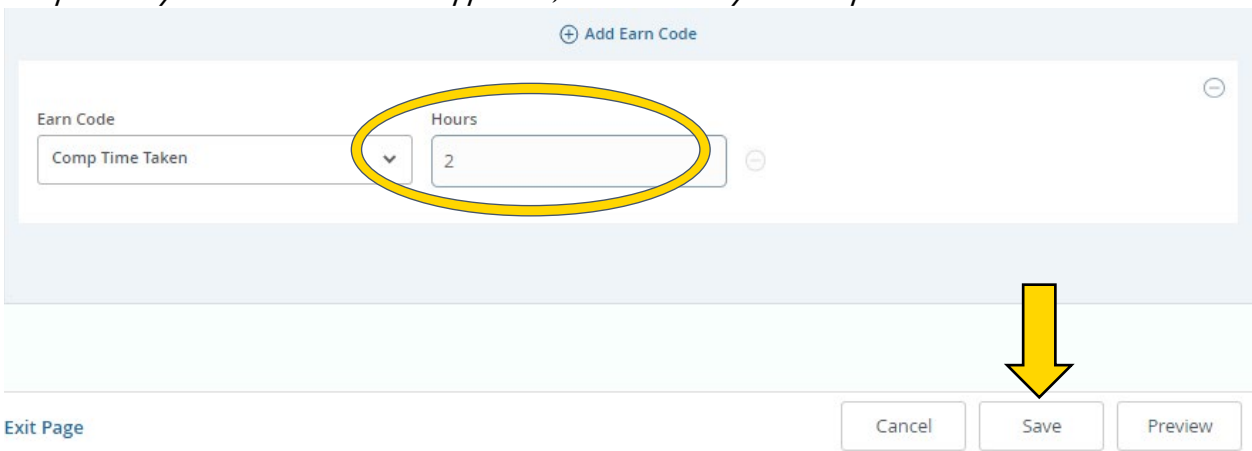
15. Below the week calendar, press "+ Add Earn Code" and select "Comp Time Taken" from the Earn Code drop-down menu.
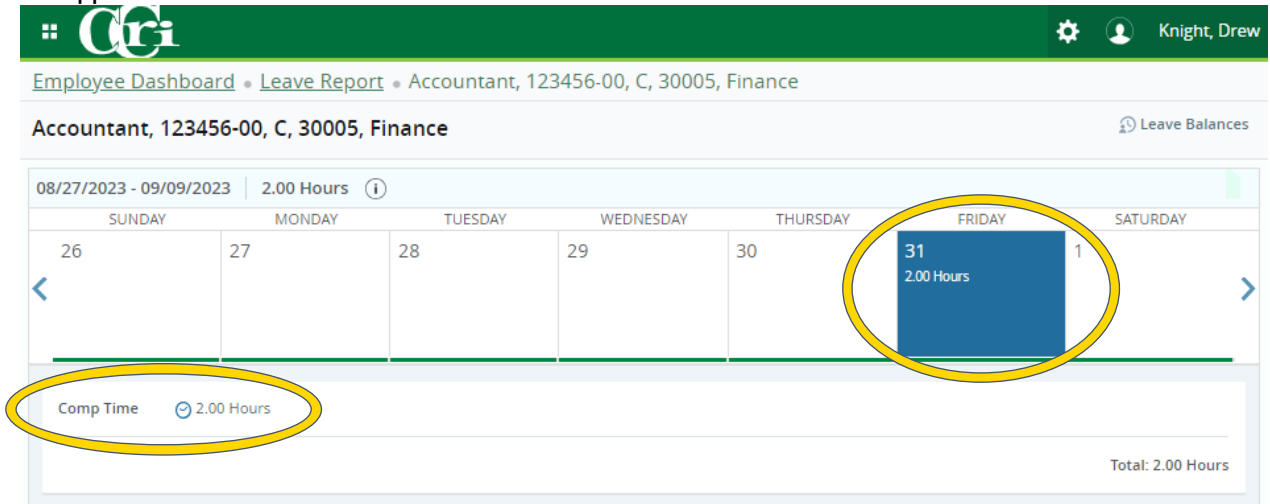


16. Enter in the number of compensatory hours used on that day. *Only use up to as many compensatory hours that have been approved, otherwise they will not process.*

17. It'll appear on the calendar and underneath it when the date is selected.
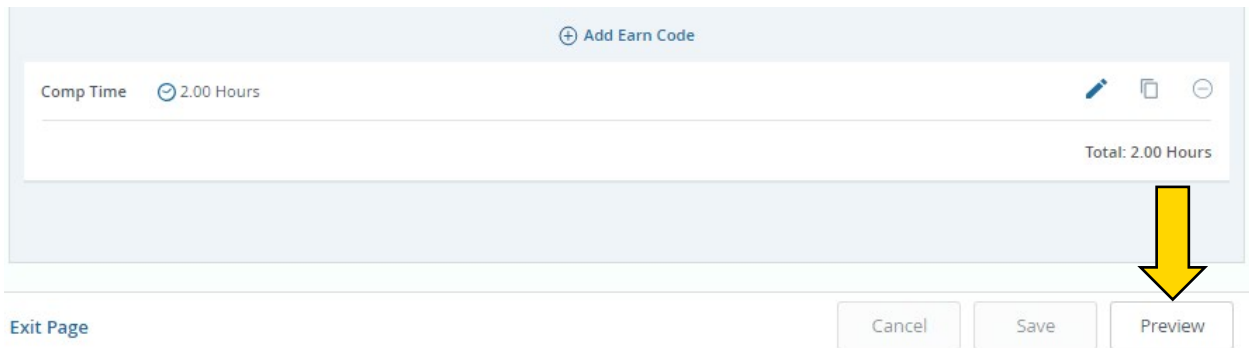


Repeat these steps if Comp Time was also used on another date in the same pay-period.

18. Select "Preview" at the bottom of the screen.

19. You can add comments in the text field provided for addition information or clarification.

**Leave Report Detail Summary**

Accountant, 123456-00, C, 30005, Finance

Pay Period: 08/26/2023 - 09/09/2023 | 2.00 Hours | In Progress | Submit By 09/09/2023, 11:59 PM

**Time Entry Detail**

| Date | Earn Code | | Shift | Total |
|------|-----------|--|-------|-------|
| 08/31/2023 | CTT, Comp Time Taken | | 1 | 2.00 Hours |

**Summary**

| Earn Code | Shift | Week 1 | Week 2 | Total |
|-----------|-------|--------|--------|-------|
| CTT, Comp Time Taken | 1 | 2.00 | | 2.00 Hours |
| **Total Hours** | | 2.00 | | |

**Routing and Status**

| Name | Action |
|------|--------|
| | Originated On 09/01/2023, 09:53 AM by Knight, Drew |
| | Submit By 09/09/2023, 11:59 PM |
| Liston, Bethany | In the Queue |

Comment (Optional):

Comp Time taken for Special Project

1965 characters remaining
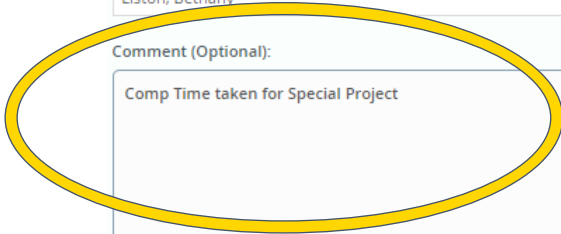
20. Certify that the time you entered is accurate by checking off the box towards the bottom of the screen and then select "Submit."

☑ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

[ Return ]  [ **Submit** ]

21. This notification will appear in the upper right-hand corner of the Employee Dashboard once the leave report has been submitted.

⚙ ① Knight, Drew | 1

✓ Leave Report submitted successfully.